MODERATOR'S WORKSHEET

Reconciling Votes, Voters, and Ballots Cast
FOR GENERAL ELECTION OR _____PARTY PRIMARY

Moderators are required to submit this worksheet to their town or ward clerks within 48 hours of the closing of the polls (RSA 659:73). It is the moderator's job to ensure that votes are accurately counted (RSA 659:60).

Town or City: _____ Ward: _____ County: _____

Moderator: _____Clerk: _____

PART I.

The first part of the reconciliation process consists of **four separate tallies**: (A) Ballots Cast (Inventory), (B) Voter Participation Tallied at Check-In, (C) Voter Participation Tallied at Check-Out/Ballots Cast Tape, and (D) Hand Count of Ballots Cast. Ideally, these **four counts should result in the same number** of ballots cast and voters participating (In the end, **TOTAL A = TOTAL B = TOTAL C = TOTAL D = TOTAL Count of Votes in Contests (from Part II)**). While we recognize that errors may occur which could result in small differences in the four Part I totals, Moderators are urged to **carefully consider** these tally numbers **before finalizing results** on election night.

A. BALLOT INVENTORY

(1) Official Election Day Ballots Received from Secretary of State, excluding ACCUVOTE device test ballots
  (*You may enter this same number on the "**Moderator's Certificate**"*)   (1) _____

(2) SUBTRACT Spoiled (cancelled) Official Election Day Ballots
  (*You may enter this same number on the "**Label for Resealing Ballots**"*)   - (2) _____

(3) SUBTRACT Uncast (not used) Official Election Day Ballots
  (*You may enter this same number on the "**Label for Resealing Ballots**"*)   - (3) _____

(4) ADD Ballots cast using AVS (Accessible Voting System)   **+** (4) _____

(5) ADD Photocopy or absentee ballots **CAST** as Official Election Day Ballots **+** (5) _____
  (These are the substitute ballots used when the polling place runs out of Election Day Ballots.)

(6)Total Number of Ballots Cast by ELECTION DAY voters *(Calculate 1 through 5)* =   [   ]

(7) State Absentee Ballots Cast   (7) _____

(8) ADD Federal Office Only Absentee Ballots Cast   **+** (8) _____

(9) ADD other full (UOCAVA) Absentee Ballots Cast   **+** (9) _____

(10) Total Number of Ballots Cast by ABSENTEE voters   *(ADD 7, 8 and 9)* **=**   [   ]

(11) Grand Total Number of Ballots Cast (Using Inventory)*(ADD boxes 6 + 10)* **= TOTAL A** [   ]
    (You may enter this same number on the "**Label for Resealing Ballots**")

*You may transfer numbers from the "**Ballots Cast**" form*

_____

B. VOTER PARTICIPATION TALLIED AT CHECK-IN

Number of voters **marked as having voted** on the **CHECK-IN** checklist
(ALL Election Day voters and ALL Absentee voters) =   **TOTAL B**   [   ]

C. <u>VOTER</u> PARTICIPATION TALLIED AT CHECK-OUT

HAND COUNT CITIES OR TOWNS	**MACHINE COUNT CITIES OR TOWNS**
OR	
Number of <u>**voters**</u> *marked as having voted* on the ***CHECK-OUT*** checklist *(ALL Election Day and ALL Absentee voters)* **TOTAL C =** ☐	Total <u>**Ballots**</u> Cast from the ACCUVOTE election results tape _____ ADD Number of ballots that were NOT counted by the ACCUVOTE *(see Note below)* + _____ **TOTAL C =** ☐ *(Note: These ADDED ballots are ONLY those Ballots that were counted by hand and did NOT pass though the ACCUVOTE counting device. Do NOT include ballots simply because they had write-in votes.)*

D. HAND COUNT OF <u>BALLOTS</u> CAST

You may hand count the total number of <u>**ballots**</u> **cast.**   **TOTAL D**   ☐

PART II.   VOTES IN CONTESTS IN THE GENERAL ELECTION

Compare the ballots cast (**TOTALS A, B, C**, and **D)** from PART I of this form) with the total <u>**votes**</u> cast from the "**Votes in Contests*, Examination of Individual Races***". If there are any significant discrepancies, please ask your election team to carefully review their tallies.

It is important to ***resolve discrepancies on election night before announcing results*** and avoid errors which, for example, may indicate more votes tallied in a particular contest than total ballots cast.

TALLY CATEGORY	**TOTAL Votes, Voters, or Ballots Cast**
TOTAL A – <u>Ballots Cast</u> (Using Inventory) *(from Grand Total on reverse side)*	
TOTAL B -- <u>Voters</u> at Check-in *(from reverse side of this form)*	
TOTAL C -- <u>Voters</u> at Check-out/Ballots Cast Tape *(from this side of form)*	
TOTAL D – Hand Count of <u>Ballots</u> *(from this side of form)*	
TOTAL COUNT OF <u>VOTES</u> in CONTESTS *(transfer number from "**Votes in Contests - Examination of Individual Races**" that reflects the consensus "office total" for the individual contests.)*	

These **five** numbers above **should all be equivalent.** Significant differences may indicate a tallying error.

Attest: _____   Date: _____   2018 v.1
            Signature of Moderator